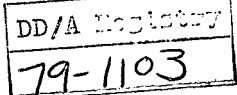


CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D.C. 20505



28 March 1979

William H. Foege, M.D.  
Director, Center for  
Disease Control  
1600 Clifton Road, N.W.  
Atlanta, GA 30333

Dear Bill,

Pursuant to my request for your help, perhaps the following information will give you a better idea of the duties and responsibilities of the position of Deputy Director, Office of Medical Services, CIA. The person selected for this job will be the heir apparent to the Director's job which will probably become vacant in the next year or two.

The primary function of the Office is occupational health activity with emphasis on prevention and health education, but including the day-to-day care of injuries and illnesses which one would see in any occupational health unit. In addition, pre-employment evaluations, reassignment evaluations, retirement evaluations for disability are performed. Basic to these evaluations is a well established multiphasic screening program. All evaluations include substantial inputs from our Psychiatric Division at all levels. We have just initiated an alcohol program and have a full-time Alcohol Program Coordinator concerned with the identification and early treatment of alcohol abusers.

A number of other activities are also under the purview of the Office, including a large Psychological Services Staff concerned with assessment, placement, counseling, testing services, and leadership training of our employees.

The Director of Medical Services, Dr. Charles Bohrer, has the overall responsibility for the medical program. The Deputy Director has been primarily, but not exclusively, concerned with the internal management aspects such as budgeting, planning, staff support, career development, and such other studies as may be directed by the Director of the Office. The Deputy Director participates directly with other offices within my directorate and other components of the Agency through various interoffice committees. He also participates in lectures and staff studies. Some temporary overseas travel is accomplished periodically.

CIA offers a quality medical program for its employees and the medical staff is excellent. This is a good environment in which to innovate and provide leadership in a first-rate health program for a large number of employees and their families.

I shall be happy to provide you with more information, but perhaps this will give you some general feeling for the nature of the work. I appreciate your help.

Sincerely,

/s/ Don

Don I. Wortman  
Deputy Director  
for  
Administration

DDA:DIWortman:kmg (28 Mar 79)

Distribution:

Orig - Adse

1 - D/MS

~~1~~ - DDA Subj (filed in EYES ONLY file)

1 - DIW Chrono